

# Jemez Mountain School District #53

## Account Purchase Order History Report

Criteria: Account  
Mask=????.????.53413.????.?????.????

Fiscal Year: 2013-2014

Account Num	P.O.	Name Of Vendor	PO Date	PO Status	Budgeted	P.O. Amt	Expenditures	Encumbrance
11000.2300.53413.0000.056000.0000		LEGAL			60,000.00			
BUDGETED AMOUNT.....								
2014055	CUDDY & MCCARTHY, LLP		07/17/13	Closed		54,000.00	19,361.84	0.00
2014095	IRWIN, TODD		08/06/13	Closed		7,000.00	5,325.00	0.00
2014359	ROMERO, JUNE		12/12/13	Closed		514.81	514.81	0.00
					Totals:	61,514.81	25,201.65	0.00
					Un-Expended Bal:	34,798.35	Budget Balance:	34,798.35

End of Report

Totals:	60,000.00	61,514.81	25,201.65	0.00
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Jemez Mountain School District #53  
P.O. BOX 230  
GALLINA, NM 87017 0230

SCHOOL WARRANT  
Jemez Mountain School  
District No. 53  
Gallina, NM 87017

Payable Through  
WELLS FARGO BANK, N.A.

WARRANT # 010964

11-24/1210

VOID AFTER 1 YEAR FROM DATE

1007

DATE
08/16/2013
CHECK AMOUNT
\$5,325.00

PAY \*\*\*Five Thousand Three Hundred Twenty Five and 00/100\*\*\* Dollars

*Randy Cordova  
Emily Vigil*

TO IRWIN, TODD  
THE -  
ORDER -  
OF -, --

010964 1210002481 4123108227

Jemez Mountain School District No. 53  
Account Payable  
Jemez Mountain School District #53

WARRANT # 010964

GALLINA, NM 87017 0230

13611	IRWIN, TODD	1007	08/16/2013		10964
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number
<b>PO Number    Invoice    Amount</b>					
2014095	LEGAL FEES		5,325.00		



**TOTAL:** \$5,325.00

**Purchase Order**

**Jemez Mountain School District #56**  
 P.O. BOX 230  
 GALLINA NM 87002

**No. 2014095**

NET 30 DAYS

Send 2 Copies of Invoices

P.O.# MUST BE ON ALL DOCUMENTS

Mail Invoices to above address

P.O. IS VOID AFTER 30 DAYS

TAX EXEMPT #01-709702-009

P.O. Date: 08/06/2013

Questions ? Manuel Medrano (575) 638-5419

Ext: Account:

P.O. Issued To :

Ship To:

IRWIN, TODD

JEMEZ MOUNTAIN SCHOOLS

-

-

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Contact:

Location: BUSINESS OFFICE

GALLINA NM 87017

Phone:

Fax:

Project: UNDEFINED

(575) 638-5491

Req# 2014090

Reference:

Date Required: 08/21/2013

Award Number:

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1			LEGAL SERVICES 13/14 SY	11000.2300.53413.0000.056000.0000 LEGAL	7,000.00	7,000.00	0.00	0.00

APPROVAL SIGNATURES:

Sub-Total: 7,000.00  
 Freight: 0.00  
 Tax: 0.00  
 Total Amount: 7,000.00

*85,325.00*

NOTES:

TAX EXEMPT #01-709702-009

Order Via:

Fax

**FILE COPY**

**Jemez Mountain Schools  
REQUISITION FORM**

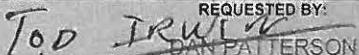
C/O DATE STAMP & Initials

**Requisition Tracking No.**

2013-2014

Typed Requisitions Only!!

Site Sect'y Initial

DATE PREPARED BY REQUESTOR:			
FUND NAME:		SCHOOL OR DEPARTMENT:	
FUND CODE: 11000		Manuel Medrano	
FUNCTION CODE (check one):		REQUESTED BY:	
<input type="checkbox"/> 1000 - INSTRUCTION <input type="checkbox"/> 2100 - SUPPORT SERVICES STUDENTS List optional Code: _____		 DAN PATTERSON	
<input type="checkbox"/> 2200 - SUPPORT SERVICES INSTRUCTION List optional Code: _____		NAME OF VENDOR:	
<input checked="" type="checkbox"/> 2300 - SUPPORT SERVICES General Administration List optional Code: _____		VENDOR CONTACT:	
<input type="checkbox"/> 2400 - SUPPORT SCHOOL ADMINISTRATION List optional Code: _____		VENDOR PHONE NUMBER: _____	
<input type="checkbox"/> 2500 - CENTRAL SERVICES (Use Optional Code) List optional Code: _____		VENDOR FAX NUMBER: _____	
<input type="checkbox"/> 2600 - OPERATION AND MAINTENANCE OF PLANT List optional Code: _____		ENTER VENDOR ADDRESS	
<input type="checkbox"/> 2700 - STUDENT TRANSPORTATION List optional Code: _____		5 KIVA COURT	
<input type="checkbox"/> 3100 - FOOD SERVICE OR COMMUNITY OPERATIONS List optional Code: _____		SANDIA PARK NM 87047	
SECTION 3 (Business Office Use)			
OBJECT CODE		LOCATION CODE	
53413			
PROGRAM CODE (Check One):		SECTION 5	
<input type="checkbox"/> 1010 - Regular Education <input type="checkbox"/> 4010 - Bilingual Programs		EXTRA CURRICULAR	
<input type="checkbox"/> 1020 - Elementary Fine Arts <input type="checkbox"/> 4020 - Alternative and At-Risk Programs			
<input type="checkbox"/> 2000 - Special Programs <input type="checkbox"/> 9000 - Co-Curricular and Extra-Curricular Activities			
<input type="checkbox"/> 3000 - Vocational and Technical Programs <input type="checkbox"/> 0000 - No Program Code			
		CLASS: _____	
		ACTIVITY: _____	

ATTACH ADDITIONAL INFORMATION OR WRITTEN ESTIMATES, AS NECESSARY

Requestor Signature \_\_\_\_\_ DATE \_\_\_\_\_

## Business Manag

**Superintendent**

REVISED 08/08

THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

Jemez Mountain Public Schools  
Attn: Dr. Manuel Medrano  
P.O. Box 230  
Gallina, NM 87017

JULY 26, 2013  
CLIENT CODE: 1732

CONSOLIDATED SUMMARY OF ACCOUNTS

PREVIOUS BALANCE DUE \$ 0.00

TOTAL PAYMENTS AND CREDITS \$ 0.00

UNPAID BALANCE DUE \$ 0.00

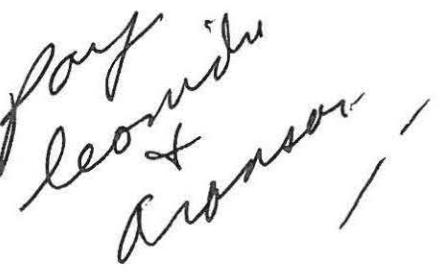
NEW CHARGES PER ATTACHED STATEMENTS

Matter	Balance Forward	Payments & Credits	Total New Charges	Balance Due
C- [REDACTED] - H-1B New Employer	0.00	0.00	1,775.00	1,775.00 
D- [REDACTED] - H-1B & H-4	0.00	0.00	1,775.00	1,775.00 
E- [REDACTED] - H-1B New Employer	0.00	0.00	1,775.00	1,775.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>5,325.00</b>	<b>5,325.00</b>

LEGAL FEES (per the attached itemization): \$ 2,850.00

DISBURSEMENTS (per the attached itemization): \$ 2,475.00

Balance (current bill) \$ 5,325.00

TOTAL BALANCE DUE *Frank Leonidas*  \$ 5,325.00 

RECEIVED

YOUR PROMPT PAYMENT IS APPRECIATED - THANK YOU

AUG 12 2013

OFFICE OF SUPERINTENDENT  
JEMEZ MOUNTAIN SCHOOLS



THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS  
ATTN: DR. MANUEL MEDRANO  
P.O. BOX 230  
GALLINA, NM 87017

JULY 26, 2013  
CLIENT CODE: 1732.C

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PROFESSIONAL SERVICES

<u>ATTY</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
July 26, 2013				
TI	For legal representation			950.00
				<hr/>
	TOTAL PROFESSIONAL SERVICES			\$ 950.00
				<hr/>

COSTS AND DISBURSEMENTS

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
07/26/13	Filing fees	825.00
		<hr/>
	TOTAL COSTS AND DISBURSEMENTS	\$ 825.00
		<hr/>

TOTAL NEW CHARGES \$ 1,775.00

**TOTAL AMOUNT DUE** \$ 1,775.00

AGED BALANCE	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
FEES	950.00	0.00	0.00	0.00	950.00
COSTS	825.00	0.00	0.00	0.00	825.00
TOTAL	1775.00	0.00	0.00	0.00	1775.00

THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS  
ATTN: DR. MANUEL MEDRANO  
P.O. BOX 230  
GALLINA, NM 87017

JULY 26, 2013  
CLIENT CODE: 1732.D

MATTER: [REDACTED] - H-1B & H-4  
NEW EMPLOYER

PROFESSIONAL SERVICES

<u>ATTY</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
July 26, 2013				
TI	For legal representation			950.00
	TOTAL PROFESSIONAL SERVICES			\$ 950.00

COSTS AND DISBURSEMENTS

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
07/26/13	Filing fees	825.00
	TOTAL COSTS AND DISBURSEMENTS	\$ 825.00
	TOTAL NEW CHARGES	\$ 1,775.00
	<b>TOTAL AMOUNT DUE</b>	<b>\$ 1,775.00</b>

AGED BALANCE	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
FEES	950.00	0.00	0.00	0.00	950.00
COSTS	<u>825.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>825.00</u>
<b>TOTAL</b>	<b>1775.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1775.00</b>

YOUR PROMPT PAYMENT IS APPRECIATED - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS  
ATTN: DR. MANUEL MEDRANO  
P.O. BOX 230  
GALLINA, NM 87017

JULY 26, 2013  
CLIENT CODE: 1732.E

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PROFESSIONAL SERVICES

<u>ATTY</u>	<u>DESCRIPTION</u>	<u>HOURS</u>	<u>RATE</u>	<u>AMOUNT</u>
July 26, 2013				
TI	For legal representation			950.00
				<hr/>
	TOTAL PROFESSIONAL SERVICES			\$ 950.00
				<hr/>

COSTS AND DISBURSEMENTS

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
07/26/13	Filing fees	825.00
		<hr/>
	TOTAL COSTS AND DISBURSEMENTS	\$ 825.00
		<hr/>

TOTAL NEW CHARGES \$ 1,775.00

**TOTAL AMOUNT DUE** **\$ 1,775.00**

AGED BALANCE	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
FEES	950.00	0.00	0.00	0.00	950.00
COSTS	825.00	0.00	0.00	0.00	825.00
TOTAL	1775.00	0.00	0.00	0.00	1775.00

THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

Jemez Mountain Public Schools  
Attn: Dr. Manuel Medrano  
P.O. Box 230  
Gallina, NM 87017

AUGUST 26, 2013  
CLIENT CODE: 1732

CONSOLIDATED SUMMARY OF ACCOUNTS

PREVIOUS BALANCE DUE \$ 5,325.00

TOTAL PAYMENTS AND CREDITS \$ 5,325.00

UNPAID BALANCE DUE \$ 0.00

NEW CHARGES PER ATTACHED STATEMENTS

<u>Matter</u>	<u>Balance Forward</u>	<u>Payments &amp; Credits</u>	<u>Total New Charges</u>	<u>Balance Due</u>
C- [REDACTED] - H-1B New Employer	1,775.00	1,775.00	0.00	0.00
D- [REDACTED] - H-1B & H-4	1,775.00	1,775.00	0.00	0.00
E- [REDACTED] - H-1B New Employer	1,775.00	1,775.00	0.00	0.00
<b>TOTAL</b>	<b>5,325.00</b>	<b>5,325.00</b>	<b>0.00</b>	<b>0.00</b>

LEGAL FEES (per the attached itemization): \$ 0.00

DISBURSEMENTS (per the attached itemization): \$ 0.00

Balance (current bill) \$ 0.00

**TOTAL BALANCE DUE \$ 0.00**

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER  
THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS  
ATTN: DR. MANUEL MEDRANO  
P.O. BOX 230  
GALLINA, NM 87017

AUGUST 26, 2013  
CLIENT CODE: 1732.C

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PREVIOUS BALANCE DUE \$ 1,775.00

08/16/13 Payment Received - Thank You -1,775.00

TOTAL NEW CHARGES \$ 0.00

**TOTAL AMOUNT DUE** \$ 0.00

YOUR ACCOUNT IS PAID IN FULL - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER  
THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS  
ATTN: DR. MANUEL MEDRANO  
P.O. BOX 230  
GALLINA, NM 87017

AUGUST 26, 2013  
CLIENT CODE: 1732.D

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MATTER: [REDACTED] - H-1B & H-4  
NEW EMPLOYER

PREVIOUS BALANCE DUE	\$ 1,775.00
08/16/13 Payment Received - Thank You	<u>-1,775.00</u>
 TOTAL NEW CHARGES	 <u>\$ 0.00</u>
 <b>TOTAL AMOUNT DUE</b>	 <b><u>\$ 0.00</u></b>

YOUR ACCOUNT IS PAID IN FULL - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER  
THE 20TH WILL BE CREDITED IN NEXT CYCLE.

THE IRWIN LAW FIRM  
PO BOX 3709  
ENGLEWOOD, CO 80155  
(303) 413-8000

JEMEZ MOUNTAIN PUBLIC SCHOOLS  
ATTN: DR. MANUEL MEDRANO  
P.O. BOX 230  
GALLINA, NM 87017

AUGUST 26, 2013  
CLIENT CODE: 1732.E

MATTER: [REDACTED] - H-1B NEW EMPLOYER

PREVIOUS BALANCE DUE	\$ 1,775.00
08/16/13      Payment Received - Thank You	<u>-1,775.00</u>
 TOTAL NEW CHARGES	 <u>\$ 0.00</u>
 <b>TOTAL AMOUNT DUE</b>	 <b><u>\$ 0.00</u></b>

YOUR ACCOUNT IS PAID IN FULL - THANK YOU

PAYMENTS ARE DUE BY THE 20TH OF THE MONTH. PAYMENTS RECEIVED AFTER  
THE 20TH WILL BE CREDITED IN NEXT CYCLE.

**W-9**

Form  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

**The Irwin Law Firm, LLC**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ► **C**....  
 Other (see instructions) ►

Exempt  
payee

Address (number, street, and apt. or suite no.)

**8310 S. Valley Highway, Ste. 300**

City, state, and ZIP code

**Englewood, CO 80112**

List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Social security number**

or

**Employer identification number**

**91 2190275**

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign  
Here

Signature of  
U.S. person ►

*Todd Lai*

Date ► **12/01/10**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

## Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

Jemez Mountain School District #53  
P.O. BOX 230  
GALLINA, NM 87017 0230

SCHOOL WARRANT  
Jemez Mountain School  
District No. 53  
Gallina, NM 87017

Payable Through WARRANT #  
WELLS FARGO BANK, N.A.

11-24/1210

011409

VOID AFTER 1 YEAR FROM DATE

1035

DATE
12/12/2013
CHECK AMOUNT
\$514.81

PAY \*\*\*Five Hundred Fourteen and 81/100\*\*\* Dollars

*Randy Cordova  
Emily Vigil*

TO      ROMERO, JUNE  
THE     1002 DON FELIPE RD.  
ORDER   BELEN, NM 87002  
OF

11409 1210002481 4123108227

Jemez Mountain School District No. 53  
Account Payable  
Jemez Mountain School District #53

WARRANT # 011409

GALLINA, NM 87017 0230

13649	ROMERO, JUNE	1035	12/12/2013		11409
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number
PO Number	Invoice	Amount			
2014359	2013-2014-009	514.81			



TOTAL: \$514.81

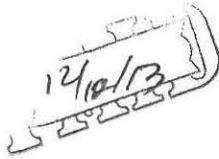
**Purchase Order****Jemez Mountain School District #56**

P.O. BOX 230

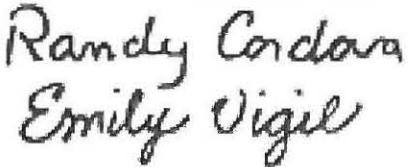
GALLINA NM 87002

**No. 2014359**

NET 30 DAYS	Send 2 Copies of Invoices Mail Invoices to above address P.O. IS VOID AFTER 30 DAYS	P.O.# MUST BE ON ALL DOCUMENTS TAX EXEMPT #01-709702-009							
P.O. Date: 12/12/2013	Questions ? Manuel Medrano (575) 638-5419	Ext: Account:							
P.O. Issued To :		Ship To:							
ROMERO, JUNE 1002 DON FELIPE RD. BELEN NM 87002		JEMEZ MOUNTAIN SCHOOLS Attn: MANUEL MEDRANO P.O. BOX 230 HWY. 96 GALLINA NM 87017							
Contact:	Location: BUSINESS OFFICE								
Phone:	Fax:	Project: UNDEFINED (575) 638-5491 Req# 2014366							
Reference:	Date Required: 12/27/2013	Award Number:							
Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	1			LEGAL SERVICES FOR CHS	11000.2300.53413.0000.056000.0000 LEGAL	514.81	514.81	0.00	0.00

  
12/12/13

APPROVAL SIGNATURES:



Sub-Total:	514.81
Freight:	0.00
Tax:	0.00
Total Amount:	514.81

TAX EXEMPT #01-709702-009

NOTES:

Order Via:

Fax

**FILE COPY**

## REQUISITION FORM

Requisition Tracking No.

2013-2014

Site Sect'y Initial

Typed Requisitions Only!!

DATE PREPARED BY REQUESTOR: 12/9/2013

FUND NAME:

FUND CODE:

## FUNCTION CODE (check one):

1000 - INSTRUCTION  
 2100 - SUPPORT SERVICES STUDENTS  
 List optional Code: \_\_\_\_\_  
 2200 - SUPPORT SERVICES INSTRUCTION  
 List optional Code: \_\_\_\_\_  
 2300 - SUPPORT SERVICES General Administration  
 List optional Code: \_\_\_\_\_  
 2400 - SUPPORT SCHOOL ADMINISTRATION  
 List optional Code: \_\_\_\_\_  
 2500 - CENTRAL SERVICES (Use Optional Code)  
 List optional Code: \_\_\_\_\_  
 2600 - OPERATION AND MAINTENANCE OF PLANT  
 List optional Code: \_\_\_\_\_  
 2700 - STUDENT TRANSPORTATION  
 List optional Code: \_\_\_\_\_  
 3100 - FOOD SERVICE OR COMMUNITY OPERATIONS  
 List optional Code: \_\_\_\_\_  
 4000 - CAPITAL OUTLAY (Use Optional Code)

SECTION 2

## SCHOOL OR DEPARTMENT:

Jemez Mountain School District

## REQUESTED BY:

Dr. Manuel Medrano

## NAME OF VENDOR:

June Romero

## VENDOR CONTACT:

June Romero

## VENDOR PHONE NUMBER:

## VENDOR FAX NUMBER:

## ENTER VENDOR ADDRESS

June Romero

1002 Don Felipe Rd.

Belen, NM 87002

junearamero@yahoo.com

## SECTION 3 (Business Office Use)

## OBJECT CODE

## LOCATION CODE


## SECTION 5

## EXTRA CURRICULAR

## CLASS:

## ACTIVITY:

## ATTACH ADDITIONAL INFORMATION OR WRITTEN ESTIMATES, AS NECESSARY

Quantity	Order Number	Description of Item (Be Specific in Name, Model No, etc)	Unit Price	Total Price
1		Education Services-Jemez Mountain Schools Hearing	\$483.96	\$483.96
1		Plus Gross Receipts @ 6.375	\$30.85	\$30.85
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
		NOTE: Shipping & Handling <u>or</u> NO Shipping Charges (Required!!)		\$0.00
			PAGE SUBTOTAL	\$514.81

SHIP TO INFORMATION --&gt;

TOTAL ORDER

EXPLANATION OF PURCHASE (Explain in detail the program associated with this expenditure and its purpose):

Requestor Signature Klarlene Trujillo 12/09/13

DATE

Business Manager DR12/12/13  
DATE

Principal/Supervisor \_\_\_\_\_

DATE

Superintendent DR12-12-13  
DATE

## Typical Quote and Bid Specification Procedures for Obtaining Tangible Goods, Non-Professional Services and Construction

### Procedure/Documentation

\$0 - \$1,499	Does not require three price quotes. Requires purchase at best obtainable price.
\$1,500-\$5,000	Requires three (3) oral, telephone or written bids. Bids must be submitted with the requisition.
\$5,001-\$10,000	Requires three (3) written bids. Bids must be submitted with the requisition.
\$10,001 +	Requires competitive sealed proposals pursuant to Chapter 13 of the Procurement Code.
Other	CES/SPD/ OR GSA CONTRACTS; requires district to have a copy of contract on file for audit inspection. Include contract information.

Exceptions to these procedures may be made by the Superintendent as long as they are in compliance with the NM State Purchasing Act.

## EDUCATION SERVICES

June Romero

1002 Don Felipe Rd.

Belén, NM 87002

junearomero@yahoo.com

**ATTENTION:**

Dr. Manuel Medrano, Superintendent  
Jemez Mountain Schools  
PO Box 230  
Gallina, NM 87017

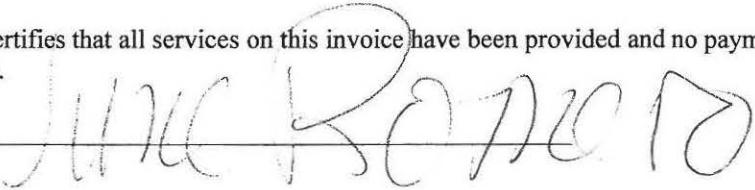
**INVOICE NUMBER:** 2013-2014-009

**District Hearing Officer**

**P/O NUMBER:**

**DATE SUBMITTED:** December 2, 2013

The undersigned hereby certifies that all services on this invoice have been provided and no payment has been received for these services.

**SIGNATURE:** 

HEARING DATES AND TIMES	HOURS: Preparation; telephone, etc. conferences; hearing; report/letter; dissemination of hearing information; travel time	CHARGES: @ \$60.00 per hour and postage @\$6.11/Certified mail; .46 regular mail	SUB TOTAL	COMMENTS: School name, etc.
December 2, 2013, 3:00	330 minutes	\$330.00		See attached itemized invoice
December 2, 2013	Postage	\$6.57		
December 2, 2013	Travel	\$146.96		
<b>SUB TOTAL</b>		<b>\$483.96</b>		
<b>GROSS RECEIPTS @ 6.375</b>		<b>\$30.85</b>		
<b>GRAND TOTAL</b>		<b>\$514.81</b>		



## EDUCATION SERVICES

June Romero

1002 Don Felipe Rd.  
Belén, NM 87002  
[junearomero@yahoo.com](mailto:junearomero@yahoo.com)

ITEMIZED INVOICE  
JEMEZ MOUNTAIN SCHOOLS  
HEARING:  
December 2, 2013, 3:00, Coronado High School

1-19-13	15 min	Dr. Manuel Medrano, Supt.	Telephone conference
11-19-13	5 min	Aaron Wolf, Attorney	Telephone conference
11-19-13	5 min	Email to Raul Cervantes	
11-21-13	15 min	Raul Cervantes, Principal	Telephone conference
11-25-13	15 min	Jason and Stephany Madrid, Parents	Telephone conference
11-25-13	15 min	José Sandoval, Attorney	Telephone conference
11-26-13	5 min	Raul Cervantes	Telephone conference
11-26-13	15 min	Aaron Wolf/Raul Cervantes	Telephone conference
12-1, 12-2-13	30 min	Hearing Preparation	Education Services
12-2-13	150 min	3:00-5:30 Hearing	Jemez Mountain Schools, Board Room
12-3-13	60 min	Report/letter preparation	Education Services
<b>SUB TOTAL</b>	<b>330 min @ \$60.00 per minute</b>		<b>\$330.00</b>
<b>POSTAGE</b>	<b>Certified US Mail</b>		<b>\$6.11</b>
	<b>Regular US Mail</b>		<b>.46</b>
<b>TRAVEL</b>	<b>291 miles (round trip Belen, NM to Gallina, NM) @ .505 per mile</b>		<b>\$146.96</b>
<b><u>TOTAL</u></b>			<b><u>\$483.53</u></b>